

MPP / Staff Position Description

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| **HUMAN RESOURCES USE ONLY** | |
| **Conflict of Interest (COI) Designated:** ☐ Yes ☐ No  **Mandated Reporter:** ☐ Limited ☐ General ☐ N/A  **Review Date:** | ***MPP Positions Only***  **MPP Job Code:**  **Job Family:**  **Job Function:**  **Job Category:** |

**Mandated Reporter Per CANRA** ☒  **YES** ☐  **NO**

The person holding this position is considered a ‘mandated reporter,’ under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**Please Note**: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

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| **Please check one:** | ☐ New Position | ☒ Existing Position Update |

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| **Date:** | August 14, 2024 |
| **Department & Division:** | EOP, Outreach and Success - Student Affairs and Campus Diversity |
| **Employee Name**  *(leave blank if vacant)***:** |  |
| **Current Classification & Grade:** | Student Services Professional II - 3082 |
| **FLSA Status:**  *(exempt or non-exempt)* | Exempt |
| **Working Title:** | Outreach/Student Success Coordinator, Price Community Scholars |
| **Position Number & Job Code:** | 10005496 |
| **Working Title & Position Number of HEERA Designated Appropriate Administrator:** | Director, EOP, Outreach and Success - 10009320 |

**I. FUNCTION OF THE EMPLOYING UNIT:**

The Office of the Vice President for Student Affairs and Campus Diversity is responsible for the coordination and development of student services and building the inclusive excellence of SDSU's staff and faculty at San Diego State University.  Departments include, but not limited to, Assistant Deans for Student Affairs; Career Services; Communications Services; Counseling & Psychological Services; Cultural and Identity Centers; Educational Opportunity Programs, Outreach and Success; Financial Aid and Scholarships; Military Veterans Program; New Student and Parent Programs; Office of the Student Ombudsman; Residential Education; Resource Management; Student Ability Success Center; Student Health Services; Student Life and Leadership; Student Rights and Responsibilities; Testing Services Office; Well-being & Health Promotion; and programming related to Inclusive Excellence.

*Division of Student Affairs and Campus Diversity*

The Division facilitates the academic and career success, personal growth and well-being of all students, and works proactively to address systemic inequities through professional learning, community building, advocacy, policy recommendations and organizational structures. We aim to foster an affirming campus culture based on the core values of excellence, equity, diversity, belonging and inclusion through:

* Recruiting and retaining faculty and staff who are reflective of the diverse student body and communities served by SDSU, and recruiting students who are representative of the rich diversity of the region and the world;
* Fostering an environment that is welcoming, affirming, and empowering for students, faculty, staff and alumni of all backgrounds;
* Enhancing the career and educational pathways of a diverse student body, the faculty and staff, including enhancing the learning environment and expanding learning opportunities for all students inside and outside the classroom, and expanding and connecting opportunities for students to participate in transformational experiences;
* Developing leaders who believe in and lead others toward supporting civility, mutual respect and diversity in our society and workplaces;  and
* Cultivating relationships with the local community that advance the well-being of diverse individuals and communities.

Position upholds the Student Affairs and Campus Diversity Statement on Diversity, Equity, and Inclusion, specifically:

*“The Division of Student Affairs and Campus Diversity acknowledges and honors the inherent value and dignity of all individuals by creating and nurturing a learning and working environment that affirms and leverages our community’s diversity of traditions, heritages, perspectives, and experiences. We are committed to fostering a culture of inclusive excellence designed to facilitate the personal and professional success, growth, development, and well-being of all members of our community. We manifest this commitment through our innovative, strategic and collaborative efforts to develop leaders who believe in and lead others toward practicing civility, mutual respect, and inclusion in our workplaces and society.”*

A primary goal of the Office of Educational Opportunity Programs, Outreach and Success (EOPOS) is to improve access to higher education for students from underrepresented backgrounds by implementing and administering early outreach programs and recruitment processes which develop an understanding of, and support, the pathway to higher education for students and their parents, guardians and loved ones. EOPOS builds collaborative relationships with schools, school districts, community colleges and other organizations to support this goal. EOPOS assists students in overcoming historical, traditional, social, economic, psychological, and educational barriers throughout their collegiate experience and in achieving academic success by providing a comprehensive program of support services. Typical services provided include, but are not limited to: outreach and recruitment, pre-admission counseling, screening-and-selection, professional development in teaching/learning methodologies, program orientation, summer bridge programs, financial aid advising and follow-up, special/regular admission, academic advising, tutoring, learning skills, peer mentoring, and academic/personal support services.

**II. PURPOSE OF POSITION**:

*State the basic purpose of the position in one to three specific statements.*

Under general supervision of the Director of EOP, Outreach and Success, the incumbent will coordinate various student services, outreach, retention, and/or other programs as assigned. This position will largely be responsible for overseeing the Price Community Scholars program which includes providing leadership, mentoring and guidance to 30 SDSU Price Mentors and 90 Price Mentees who will be attending Clark or Wilson Middle School and Hoover High School. The incumbent will work with the City Heights community to help recruit, conduct community services and provide information regarding access to postsecondary educational options and community resources. The incumbent will be responsible for facilitating the general seminar courses for both mentor cohorts, and will help to arrange and oversee all mentoring aspects of the Price Community Scholars Program.

The incumbent will also provide moderately complex support and assistance to student program participants. Examples of such programs are Compact for Success, Compact Scholars, Price Community Scholars, Transfer student support programs and collaborations with community organizations such as PIQE, SWAG, Cal SOAP, and Hoover Community Connections (HCC).

The person holding this position is considered a `mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**III. CHANGES IN RESPONSIBILITIES:**

**IV. MAJOR RESPONSIBILITIES**:

*Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.*

| **Description of Responsibilities:** | **(%) Percent of Time** |
| --- | --- |
| **Program Development, Counseling and Outreach**   * Under general supervision, recommends, contributes and coordinates programming and outreach. * Responsible for maintaining effective working relationships with a wide range of students, staff/faculty and SDSU and Community partners. * Independently counsels program participants in moderately complex/sensitive student situations, and refers complex problems to appropriate department/program staff. * Plans and conducts presentations (in English or Spanish) related to outreach activities. * Oversees all Price Scholar mentor and mentee recruitment. * Facilitates mentor training and placement. * Coordinates planning and implementation of Price Seminar and Learning Communities. * Works with EOPOS Director and General Studies Director to enroll all Price Mentors in the appropriate seminar class each year. * Collaborates with EOPOS staff in the development of curriculum for seminar and student professional development. * Participates with coordinating school site logistics. * Under general supervision, coordinates program logistics. * Collaborates with the Director and other EOPOS staff for planning off campus events and field trips for Price Scholars. * Works closely with other program staff in supporting student participants; especially the EOPOS Counselor who will be overseeing the retention and success of all Price Mentors. * Participates in planning, preparation, and evaluation of mentoring and other program procedures and activities. * Collects and interprets data to assist preparing and maintaining reports of outreach related events and student outcomes using tools via My.SDSU, EAB Navigate, and PowerSchool. * Act as the spokesperson for the campus program: plans and conducts presentations, workshops, and other events for students, parents and/or campus and community, in support of program goals. * Under general supervision implements policies and procedures of assigned programs to ensure compliance with all relevant SDSU policies and procedures. | 80% |
| **Scholarship Award Maintenance and Processing**   * Collaborates closely with the SDSU Scholarships Director to:   + process and award scholarships   + monitor awards and financial aid packaging using My.SDSU | 15% |
| **Other duties as assigned**   * Attend and participate in staff meetings, training, retreats and department activities as required. * Serve as a responsible role model for student program participants. * Assist with planning annual events such as, but not limited to,:   + EOP First Contact   + Explore SDSU Open House   + EOPOS Graduation   + EOPOS Welcome Week * Assist with other events, programs and activities as needed. | 5% |
| **Total**  **=100%** | 100% |

**V. LEAD WORK DIRECTION OVER OTHERS**:

*List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).*

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| --- | --- | --- |
| **Classification** | **Working Title** | **Type of work direction**  **(Direct or General)** |
| Student Assistant | Price Scholars Graduate Student Assistant | Direct |
|  |  |  |

**VI.** **POSITION REQUIREMENTS**:

*A. List education and years of experience required that are based on the classification standards.*

Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job‑related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year‑for‑year basis.

Possession of these knowledge and abilities is typically demonstrated through the equivalent of two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A master’s degree in a job‑related field may be substituted for one year of the professional experience.

*B. Skills, knowledge, and abilities required for this position that are based on the classification standards*

* Working knowledge of the practices, procedures and activities of the program to which assigned; general knowledge of the methods and problems of organizational and program management. General knowledge of research and interview techniques; and of the principles of individual and group behavior.
* Ability to interpret and apply program rules and regulations; use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements; obtain factual and interpretative information through interviews; reason logically; collect, compile, analyze and evaluate data and make verbal or written presentations based on these data; advise students individually and in groups on routine matters where required; recognize multicultural, multisexed and multi‑aged value systems and work accordingly; establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts; and, rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned.
* Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas Services Office.
* Possession of these knowledge and abilities typically is demonstrated through the Experience requirements.

*C. Specialized skills required for this position*

* Knowledge and ability to work with multicultural students and organizations.
* Bilingual in Spanish and English. Ability to present in English or Spanish.
* Experience working with historically low-income and educationally disadvantaged students.
* Experience presenting to the audiences on topics related to college knowledge and college access.
* Ability to work evenings/weekends.

*D. License and Certification Required (I.e., Driver’s License and Grade, Certification, etc.)*

**VII.** **PREFERRED QUALIFICATIONS**:

* Experience with outreach presentations to parents, students, and/or community groups.
* Experience with student populations from City Heights schools (Wilson Middle School, Monroe Clark Middle School or Hoover High School).
* Ability to function effectively as part of a team.
* Experience with creating curriculum and securing speakers.

**VIII. SIGNATURES:**

*The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)*

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| Incumbent’s Signature/Acknowledgment |  | Date |
|  | | |
|  |  |  |
| Appropriate Administrator Signature |  | Date |
|  | | |
|  |  |  |
| Classification & Compensation Services |  | Date |

# Attachment A

Complete for all positions

**To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.**

**Physical Summary:** Choose one description out of the categories below that best describes this position.

☐  **Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

☒  **Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

☐  **Medium Work:** Job **i**nvolves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

☐  **Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent’s time will be spent walking, standing, squatting, kneeling, or climbing.

**Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.**

“C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

“O” = occasionally or up to 3 hours per day “N” = never

|  |  |  |  |
| --- | --- | --- | --- |
| **Physical Requirements of the Position** | | **Mental Requirements of the Position** | |
| F | Bending (neck) | C | Reading & Comprehending |
| F | Bending (waist) | C | Writing |
| O | Climbing | F | Performing Calculations |
| O | Crawling | C | Communicating Orally |
| O | Kneeling | C | Reasoning & Analyzing |
| O | Pushing/Pulling | C | Decision Making |
| C | Sitting | F | Directing/Coordinating Others: |
| O | Squatting |  | Other: |
| F | Standing | **Environmental Working Conditions** | |
| F | Twisting (neck) | O | Exposure to variations in temperature/humidity |
| F | Twisting (waist) | N | Exposure to chemicals, gases, dust or fumes |
| F | Walking | O | Operates machinery or drives motorized equipment |
| F | Handling Objects | N | Exposure to bio-hazards |
| F | Manual dexterity | C | Working in normal office environment |
| F | Reach above/below shoulder | O | Working outside with various weather conditions |
| O | Using foot controls | O | Uses specialized equipment |
|  | Other: |  | Other: |

# Attachment B

Complete for all positions

***Sensitive Position:*** *For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the* [*CSU Background Check Policy*](https://sdsuedu.sharepoint.com/sites/BFA/HR/employment/Pages/CSU-Background-Check-Policy.aspx).

|  |  |  |
| --- | --- | --- |
| *Consideration for designation as a sensitive position per HR Technical Letter 2017-17* | | |
| 1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property? | ☒ Yes ☐ No | Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a). |
| 1. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive? | 🗷 Yes ☒ No | Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN’s, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages. |
| 1. Does this position have access to student records? | ☒ Yes ☐ No | FERPA (Access to student education records) |
| 1. Is the position responding for recording/reporting Clery Data? | ☐ Yes ☒ No | Clery Act Basics |
| 1. Does the position have access to protected health information? | ☐ Yes ☒ No | HIPAA |
| 1. Will this position be an active/participating member of the SDSU Emergency Operations Team? | ☐ Yes ☒ No | EOC Member |
| 1. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death? | ☒ Yes ☐ No | Motor Vehicle Records/Licensing Check is required. CA Defensive Driver |
| 1. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development? | ☐ Yes ☒ No | COI CAT 1 |
| 1. Does the position influence or make decisions regarding the purchase of goods, service or construction work? **Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.** | ☒ Yes 🗷 No | COI CAT 2 |
| 1. Does the position influence or make decisions regarding the investment of **SDSU/CSU** funds. | ☐ Yes ☒ No | COI CAT 5 |
| 1. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus? | ☐ Yes ☒ No | COI CAT 6 |

# Attachment C

Complete for **MPP Positions Only**

**Mental Effort:**

*Enter frequency of occurrence for all applicable activities using the following key:*

**1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Planning** | | **Staffing** | |
|  | Forecast |  | Define Roles |
|  | Set Program Goals |  | Give Input to Position Descriptions |
|  | Determine Budget Allocations |  | Determine Selection Criteria |
|  | Establish, Implement, Revise Policies |  | Recruit/Interview/Select |
|  |  |  | Orient Staff |
| **Organization** | | **Employee Relations** | |
|  | Describe Relationships Between Functions |  | Initiate Corrective Action |
|  | Define Department/Divisional Structure |  | Authorize Formal Discipline |
|  | Establish Priorities to Meet Goals |  | Administer Collective Bargaining Agreements |
|  | Schedule Work for Employees |  | Prepares/Investigates Grievance Awards and Complaints |
|  | Implement procedures |  | Formulates/Represents University Position for Formal Grievances/Complaints |
|  | Determine work methods |  |  |
|  | Balance multiple tasks/projects |  |  |
| **Direction/Leadership/Supervision** | | **Performance Evaluations** | |
|  | Educate |  | Determine Performance Standards |
|  | Delegate |  | Authorize/Approve Awards |
|  | Coordinate |  | Prepare Performance Evaluations |
|  | Coach/Train/Develop |  | Observe/Follow-Up on a Daily Basis |
|  | Recommend Formal Training |  | Correct Work/Behavior Problems |
|  | Motivate |  |  |
|  | Instruct/Demonstrate |  |  |
|  | Schedule Staff/Readjust Schedule |  |  |
| **Organization** | | **Other** | |
|  | Describe Relationships Between Functions |  |  |
|  | Define Department/Divisional Structure |  |  |
|  | Establish Priorities to Meet Goals |  |  |
|  | Schedule Work for Employees |  |  |
|  | Establish deadlines |  |  |
|  | Implement procedures |  |  |
|  | Determine work methods |  |  |
|  | Balance multiple tasks/projects |  |  |

# Attachment D

Department Organization Chart

**Instruction:** Please insert an image of your department’s organization chart and highlight where this Position Description falls within the chart.

